Chapter 6 National Program Management and Bidding Procedures

6-1. Scope

This chapter describes the procedures to be used for bidding national level ISM programs.

6-2. Applicability

This chapter applies to all AMC IMMCs, Active, National Guard, and Reserve Component organizations/states, Depots, and other services participating in the ISM program.

6-3. General

The AMC MSC Integrated Materiel Management Center (IMMC), Weapons System Managers, and other DOD customers generate national repair programs. All National ISM program assets will be bid and repaired in accordance with appropriate Invitation for Bid (IFB), Scopes of Work (SOW) and BPM procedures.

6-4. National Work Defined

National work is sustainment maintenance performed in the region on field level reparable (FLR) and depot level reparable (DLR) items for repair and return to the wholesale supply system. FLR items are normally repaired on an installation, General Support Maintenance Unit or contractor. The DLR is normally repaired at the depot, except in cases where an AMC SRA is authorized in the field. Maintenance activities are completely reimbursed for the full cost to repair the item to condition code "A" by the requesting customer. Funded depot and national contract repair programs shall not be cut back to accommodate the ISM programs. The items must have a maintenance level code of "F", "H", "D", "L" and unserviceable "F" condition code stock on hand. Mandatory repair/spare parts must be available to sufficiently meet program quantities and production schedules. Maintenance activities (MA) are reimbursed via a Military Interdepartmental Purchase Request (MIPR), using their firm fixed price bid as a basis for payment.

6-5. Responsibilities

a. AMC Major Subordinate Command (MSC) - Each MSC is responsible for developing an internal ISM program management SOP. The SOP must contain all essential requirements of this BPM and must be updated as ISM evolves.

b. NSMM -

(1) Coordinate national work through (RSMM/TSMM/Depot) management levels.

(2) Determine regional Sources of Repair (SOR) from information provided by the RSMM/TSMM/Depot and make a recommendation to the AMC MSC ISM representative.

(3) Provide a single ISM interface to the region/theater ISM activity.

(4) Provide reports, as required, to ISM customers.

c. RSMM/TSMM -

(1) Coordinate national work with LSMM management level.

(2) Determine the regional SOR candidates from IFB information provided by the LSMMs and make regional SOR recommendations to the NSMM.

(3) Is the single interface to the local ISM activity (LSMM).

(4) Submit reports as required to the NSMM.

d. LSMM -

(1) Coordinate national work with MA's and installation and/or state management levels.

(2) Submit the LSMM/AMM's bid to the RSMM/TSMM.

(3) Is the single interface to local MA's and installation and/or state management levels.

(4) Provide reports as required to the RSMM/TSMM.

(5) Coordinate and execute national work programs.

e. AMMs -

(1) Execute national work programs in coordination with the LSMM.

(2) Submit reports as required to the LSMM.

(3) Submit bids to LSMM.

f. Depots - (EMIS not available)

(1) Coordinate national work with NSMM.

(2) Submit the Depot bid to the NSMM.

(3) Is the single interface to the NSMM.

(4) Submit reports as required to the NSMM.

(5) Coordinate and execute national work programs.

g. Maintenance Activity -

(1) Execute national work programs in coordination with the AMM/LSMM.

(2) Submit reports as required to the AMM/LSMM.

(3) Submit bids to AMM/LSMM.

(4) Coordinate and execute national repair programs

6-6. National Work Process

a. Integrated Materiel Management Center (IMMC) ISM Procedures - To be considered as a candidate for ISM repair programs, items must be assigned maintenance level codes of "F", "H", "D", or "L" and have sufficient unserviceable Condition Code (CC) "F" stock on hand. Also, the IMMCs must have unserviceable stock on hand. Items with a maintenance repair code of "D" are limited to GS maintenance tasks outlined in the applicable technical manual (TM) or are supportable by an approved AMC SRA. Funds must be available to support the proposed repair program and a SOW must be written in accordance with the MSC's internal SOP and meet all the IFB requirements. Once an ISM repair program has been identified, the appropriate AMC MSC must validate the

need for the program. Mandatory replacement parts must also be reviewed to ensure sufficient quantities are on hand or due in to support the program. In cases where sufficient stock is not available, local purchase authority may be granted to the repairing installation.

b. IFB - The AMC MSC ISM representative will prepare an IFB packet consisting of the IFB memorandum, SOW, including all applicable drawings, specifications, and procedures not found in TMs, SPI and supporting documentation to be sent to the NSMM (reference paragraph 6-7). The NSMM will evaluate the IFB packet and send a copy through the RSMM/TSMM to all eligible SORs. NSMM will send the IFB packet to the depot. Once the NSMM receives and completes evaluation of all eligible SOR bids, the NSMM will send a SOR recommendation to the AMC MSC ISM representative. Included in the SOR recommendation will be the regional and depot costs to repair the item within the time lines shown in paragraph 6-11. The IMMC will evaluate the bid to determine if it is beneficial to use an ISM SOR for this particular program. If the IMMC decides not to use ISM to meet their requirement, they must provide written justification to the AMC MSC ISM representative within 5 working days. The economics of the repair or a change in demand are not sufficient to deny the award. The IMMC will identify if OCONUS bids are being considered as SORs in the IFB/SOW.

c. Scope of Work (SOW) - Once an MSC has validated the need for a repair program, it will write a SOW. The SOW must be written so that an item, once repaired, may be issued without restriction. SOWs for conversion programs must clearly indicate the conversion to be performed and describe in detail the work to be accomplished. All applicable drawings and specifications, not available in TMs, must accompany the SOW along with Special Packaging Instructions (SPI). Copies of the SPI may be obtained through the packaging engineers. After finalizing the SOW, the IMMC will send the request to the ISM representative along with a copy of the SOW, applicable documents (i.e., SPIs, drawings), the NSN, End Article Application (EAA), and nomenclature of the item to be repaired, quantity of items to be repaired, proposed production schedule, including minimum monthly quantities. Urgent requirements for an ISM program, such as deployment or zero balance stock, must be in writing. Requests for SPI must include the prime NSN and any related NSN(s) that may be repaired. Decisions concerning immediate issue or long term storage and level of packaging and crating will be specified if the destination is known. Warranty terms and duration will be specified in the SOW, if the warranty is not specified in the SOW, there will not be a warranty.

d. ISM National Program Acceptance Procedures - Once an ISM program has been approved, the IMMC will prepare a MIPR. The MIPR will be written using the information provided in the IFB packet. The IMMC will send the MIPR(s) to the AMC MSC ISM representative accompanied by the transportation fund cite along with a copy of the SOW, SPI, transportation cost and ISM IFB. Once the MIPR is approved and certified, the IMMC will send it directly to the ISM SOR Resource Management (RM) POC. The IMMC will furnish a copy of the MIPR to the AMC MSC ISM representative, who will forward copies to the NSMM and RSMM/TSMM/Depot. National programs including funding, quantities to be repaired, and SOWs, will not be changed without coordination and approval from the NSMM and RSMM/TSMM/Depot. Unserviceable items, including projected washout quantities, will be inter-depot transfers to the repairing installation. MSCs must send a memo to the NSMM office stating the bid was accepted or justify the reasons for not accepting the recommended bid. Once the NSMM office receives the memo, it will send a memo to the RSMM/TSMM/Depots advising them the bid has been accepted or not accepted by the MSC.

6-7. Responsibility and Procedures for National Work

a. This paragraph defines procedures and responsibilities for ISM managers, Army Materiel Command (AMC), Major Subordinate Command's (MSC), and all Major Army Command's (MACOMs), Joint Services, Contractor, Depot and Foreign Military Sales (FMS) customers regarding ISM National Work. AMC MSC's, MACOM's, Joint Services, Contractors, Depots, and FMS customers may initiate National Work programs under ISM and will be referred to as National Work Customers. National Work Customers will submit a completed IFB to the NSMM Office to initiate any National ISM Work.

b. Submission of Invitation for Bid (IFB)

An IFB cost estimate is the approved cost assessment vehicle to identify all labor, material, packaging, transportation, storage, and other pertinent data elements requested in the standard IFB request form. The recommended format and instructions for use of the IFB follow. The National Work customer must forward the completed IFB with the SOW and any referenced TM(s) to the NSMM office utilizing electronic media whenever possible. The IFB letter is illustrated in Enclosure 6-1.

c. Procedures - The Army Material Command (AMC), MSCs, MACOMs, Joint Services, Contractors, Depots and FMS customers will:

(1) Determine to repair an item.

(2) Complete IFB questions " a" - "z" in Enclosure 6-1. Instructions for answering these questions are provided below:

(a) Customer/Installation - Who the customer is, what MSC.

(b) Point of Contact - Such as the IMMC or the ISM Cell person.

(c) Extension - DSN and Commercial number, FAX number (DSN and Commercial) and E-mail.

(d) Noun - The nomenclature of the item being repaired.

(e) NSN - National Stock Number: A number that identifies an item in the Army master data file.

(f) AMDF Price - Army Master Data File contains item purchase prices.

(g) LIN - Line Item Number

(h) OCONUS - State if OCONUS repair is being considered and how many.

(i) Quantity to be repaired - This element identifies the quantity of unserviceable items that the IMMC has for repair.

(j) Unserviceable Quantity – Quantity of unserviceable items shipped to accommodate washouts (Additional unserviceable stock to accommodate washouts and/or beyond economical repair).

(k) Schedule - This element identifies the month and quantity the SOR is obligated to satisfy the program.

(l) End Article Application - The end article designation type, model, and series or equivalent of which the item is a component, assembly or part.

(m) Technical Manual - Technical document required to repair item to established level of repair.

(n) Work Performance Code - Level of repair.

(o) Does the component have Hazardous Material - Explosive, sensitive, radioactive regulated.

(p) Will the repair generate/have hazardous waste - Radioactive or other.

(q) What is the Special Control Item Code (SCIC) - Found in the Commodity Command Standard System (CCSS)

(r) Ship to Address - Supplementary address indicates a customer address where recipient and/or billing activity is other than requisitioner.

(s) Disposition Instructions - Where serviceable stock is to be shipped upon completion of program.

(t) Transportation Cost - Cost to ship serviceable stock to desired area.

(u) Preservation and packaging standard - Indicates the type of packaging required, i.e. SPI

(v) Scope of Work (SOW) - Indicates whether the IMMC has included the SOW along with the package.

(w) Component parts - If stock is not available on any of the component parts required to accomplish repair, list NSN and status of item such as the delivery dates of contract or contractor for local purchase authority.

(x) GFM - Government Furnished Material

(y) Authority - Does the SOR have local purchase authority. If no, state circumstances or conditions.

(z) Maintenance Expenditure Limit - Ceiling that the repair site is authorized to spend on repair before determing washout and/or beyond economical repair status.

(3) Forward IFB with the SOW and referenced TM (s) to the NSMM office utilizing electronic media. The NSMM shall distribute the IFB to the RSMM/ TSMM/Depot. The RSMM/ TSMM shall distribute the IFBs to their associated LSMM. LSMM shall distribute the IFB to the AMM.

(4) The LSMM shall respond to the RSMM/TSMM on those IFBs deemed appropriate. Depots will respond to the NSMM. The repair requirements outlined in the SOW will be the baseline for developing an IFB cost estimate, as the work will be performed IAW the SOW. The LSMM ensures the IFB cost estimate has the signature of the authorized installation official to commit to the request.

(5) The RSMM/TSMM shall review the bids and forward them to the NSMM with their recommendation and all other bidders information on a spreadsheet. The completed IFB shall provide the NSMM with accurate capability and capacity assessments. Failure to completely address all IFB data elements will result in considering the bid non-responsive. The fully burdened IFB cost estimate will be considered by the NSMM in the SOR recommendation process. The reimbursable cost provided on the IFB will be the amount charged for the repair. The NSMM will evaluate all submitted IFBs IAW Chapter 4 and 9.

(6) After the NSMM office has completed the bid process, the NSMM will recommend the most feasible repair cite to the customer. The information will have the recommended SOR and the cost data from all Regions/Theaters. The NSMM site recommendation letter is illustrated in Enclosure 6-2.

d. Establishing/Managing National Work

(1) The National Work Customer must review the NSMM recommendation for site selection and determine whether to repair an item utilizing the ISM program. If the National Work Customer accepts the regional bid recommendation, he will submit formal notification to the NSMM via electronic media. If the recommendation is unacceptable, the IMMC has five days to notify the NSMM office with the justification. The formal notification to the NSMM message format is provided in figure 6-1.

NSMM:

THE ITEM MANAGER FOR THE SUBJECT (NOMENCLATURE), NSN: XXXX-XX-XXX-XXXX HAS APPROVED THE NSMM RECOMMENDATION FOR CONDUCTING THE REPAIR PROGRAM AT FORT XXXXX. A MIPR ACTION HAS BEEN INITIATED AND THE UNSERVICEABLE ASSETS WILL BE FORWARDED (DATE) A COPY OF THE MIPR WILL BE FORWARDED UPON RECEIPT BY THIS OFFICE.

Figure 6-1

(2) The National Work Customer must prepare (using the reimbursable cost) and send a MIPR to obligate funds for the national program unless a depot submitted the selected bid in which case a PRON will be forwarded. The funding instrument will include

reimbursable funds to cover labor, parts, transportation, packing and crating. The funding document should be sent to the repair facility and a copy furnished to the NSMM office to be filed in the National Stock Number (NSN) folder.

(3) Once the MIPR is in place, the customer will begin sending unserviceable reparable items to the installation accomplishing the repair. The repairing installation will provide a Routing Identifier Code (RIC), Department of Defense Designator Activity Code (DODDAC), and SOR mailing address and POC information to the IMMC. The National Work Customer will release the assets, to include washouts, by inputting an A0A transaction. The "HMI" Project Code must be used as illustrated in figure 6-2.

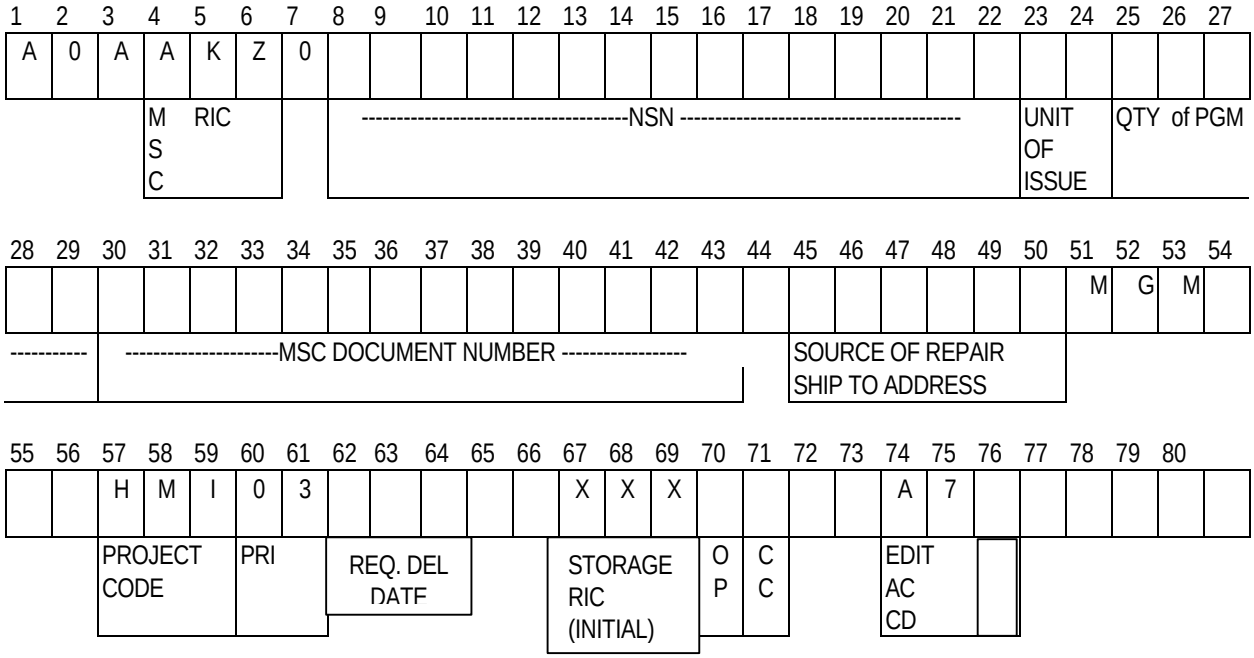
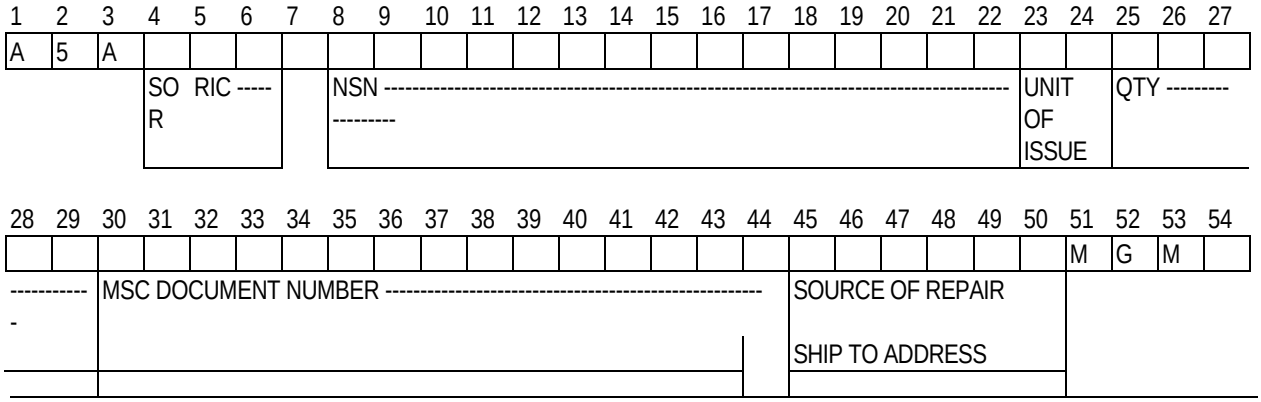


Figure 6-2

(5) The IFB will have a standard ship-to-address for repaired items for a wholesale supply depot or may state "to be determined". The customer (MSC) will provide a materiel release order (MRO) electronically whenever possible or FAX or e-mail when necessary. The repair site may ship completed assets only upon receipt of an MRO. The HMI Project Code should not be used to MRO repaired assets as this will cause problems with the National Automated Program.

(6) The DD Form 1348-1 is the official document for shipping ISM National repaired assets as illustrated in figure 6-3. The repairing LSMM will insure that the statement, "Repaired IAW ISM National Program SOW Authority", is entered in the DD Form 1348-1 remarks block.



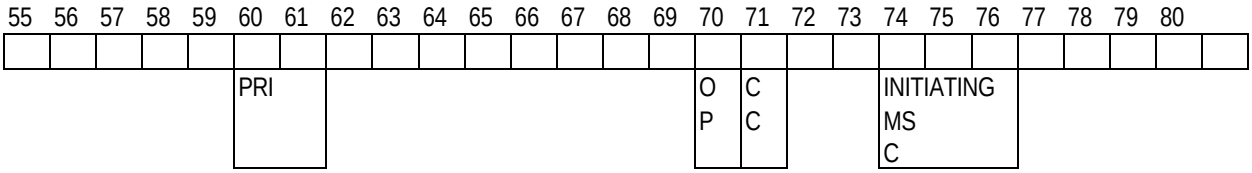


Figure 6-3

(7) In the event that the quantity to be repaired has to be increased or decreased, the National Work Customer must inform the NSMM who will negotiate with the RSMM/TSMM or depot. The customer will have the MIPR increased or decreased and forward a copy to the NSMM office after the RSMM has approved the transaction.

(8) As required by the National Work Customer, the RSMM/TSMM or Depot will provide the customer with a weekly report on the quantities of unserviceable items received, repaired washouts, and open work orders. The frequency of the required report and information provided may be adjusted based on the customer's requirements. The national, weekly report data elements are provided in figure 6-4.

LSM XXXXX

M916 Transmission, NSN XXXX-XX-XXX-XXXX,MIPR # XXXXXX.

Funded Qty	149
Unser Rec	157
Quota to-date	144
Prod Schedule	12 per month
Total WO's	157
Total RPR'd	132
Open WO's	7
Nrts/Wout/BER	18
Shipped per MRO	25
Waiting MRO's	107
Production Start Date	00/00/00
Production Completion Date	00/00/00

Figure 6-4

6-8. Automation

a. There is an interim national workload program (NWP) that provides an interface between the ISM automation system and MSC Commodity Command Standard System (CCSS). ISM NWP provides MSC visibility/accountability of national assets in an ISM repair program (inventory is kept up-to-date), mirrors what CCSS and SDS does for the depot, eliminates manual tracking of assets through the repair process, eliminates a barrier to increasing MSC participation in ISM and automates printing of shipping documents at the LSMM/AMM/MA.

b. IMMC will provide second destination transportation charge code; enters ISM repair sites in their TRI file; schedules running the LSSC application; enters a Project Code of "HMI", card columns 57 through 59 of AO input for MROs directing shipment of unserviceable items to an ISM repair site annotates the RIC of the ISM repair site for MROs filling requisitions.

6-9. ISM Management Structure-National Program Bid Process

a. The IMMC submits a candidate for repair, through the AMC MSC ISM representative, to the NSMM along with an IFB and SOW. The request will include information such as the NSN, nomenclature, quantity to be repaired and production schedule required. To achieve the quantity to be repaired, the IMMC shall provide sufficient unserviceable assets to compensate for washouts. The IMMC will identify if OCONUS bids are being considered as SORs in the IFB. The SOW will include repair tasks and standards, inspection and test procedures, packaging and preservation requirements, and warranty term/duration. The IMMC must cite TM standards of repair within the SOW. The IMMC provides a list of parts not available in the wholesale supply system during the period of production with local purchase authority for the LSMM/AMM/Depot. The IMMC provides a ship-to-address within 30 days in which the IMMC receives notice (Weekly National Production Report) that the item has been repaired or the program is completed. If the IMMC exceeds the 30-day deadline, the IMMC may negotiate a handling and storage fee with the LSMM/AMM/Depot. If a repaired item exceeds 30 days storage based on the weekly report provided by the repairing activity, the IMMC may negotiate and provide additional funds. The additional handling and storage costs are charged to the existing MIPR.

b. The NSMM forwards the IFB and SOW to the RSMM/TSMMs and Depots. The RSMM/TSMM will forward the information to all eligible LSMMs for consideration. The LSMMs will forward the IFB and SOW to the AMMs. LSMMs prepare and submit their bids to the RSMM/TSMM (Reference enclosure 6-3) signed by the appropriate approving official authorized to commit installation resources to perform work for an off post customer.

c. RSMM/TSMM will review all bid submissions and recommend a bid to serve as the region's bid to the NSMM. The RSMM may split a bid between two installations if one installation cannot do the work. The item manager must have the opportunity to decide if the NSMM's recommendation is the best option. Selection of the regional bid will normally be based on lowest cost and the ability to meet the production schedule. Multiple installations may be selected to achieve the production rate or quantity. The fully burdened labor rate will be used to evaluate bids at the NSMM, RSMM/TSMM and MSCs to determine the lowest cost bid. The reimbursable rate is the actual billing rate entered on the MIPR. In those instances where a bid is not selected based on lowest cost, the RSMM/TSMM will inform bidding LSMMs of the reasons. The NSMM reviews all bids submitted. The NSMM will select the recommended region/theater/depot bid and provide a recommendation with all the bids to the AMC MSC customer. When the bid is selected, the NSMM will notify the RSMM/TSMM/Depot using the National Bid Selection Memorandum (Reference enclosure 6-5) along with the multiple bid spreadsheet from each region. The RSMM/TSMM will then provide a copy of the selection memorandum along with the multiple bid spreadsheet (attached) to all bidders within their region/theater. The memorandum will answer the MSC IFB by providing per unit cost to repair, production rate, and recent repair history of the selected activity (Reference enclosures 6-1, 6-2 and 6-4). The MA reimbursable cost to repair is determined using the Reimbursable Labor Rate IAW DFAS 37-1 (Reference Chapter 3).

d. The AMC MSC may challenge the NSMM's recommendation. Once the AMC MSC has, selected the SOR, the NSMM office will notify all RSMM/TSMM/Depot of the IMMC's decision.

e. During the bid process, the RSMM/TSMM/Depot serve as the single interface for all communications to the NSMM. All questions or requests for information, documentation and responses involving the bid will be in writing (e-mail or FAX preferred) by the LSMM to the RSMM/TSMM. The RSMM/TSMM/Depot will either provide information or submit requests to the NSMM for response. The NSMM will coordinate with the MSCs and notify the RSMM/TSMM/Depot of all questions and answers.

6-10. Bid Processing for National Repair Programs

a. In order for a LSMM/AMM and Depot to compete for a national repair program, each must have an approved ISM QA manual. Each LSMM bid will be submitted to the RSMM/TSMM using the bid form. Depot will submit bids directly to the NSMM. The bid memorandum must consist of proper letter head, office symbol, and signature block of the designated representative authorized to commit the installation/depot MA to perform work for an off post customer.

b. The RSMM/TSMM will evaluate each bid submitted by the LSMM. The NSMM will evaluate all depot bids. The evaluation criteria used in the bid process are described in Chapter 4, Bid Processing Procedures. The bid price is the estimated cost to repair a component. Bid price is the sum of labor cost, parts cost (AMDF or Local Purchase, if applicable), packaging, crating and preservation cost (Reference Figure 6-5).

Formula:
Bid Price = Labor Cost + Parts Cost (AMDF/Local Purchase) + Packaging, Crating and Preservation Cost.

Figure 6-5

Packaging, crating, and preservation costs are the total estimated costs to prepare a repaired component for shipment/storage IAW the special packaging instructions (SPI Estimates will be based on the average number of man-hours multiplied by the fully burdened labor rate, plus average materials cost necessary to pack items and/or repair packaging containers in accordance with the SOW/SPI. Figure 6-6 is the formula for computing packaging, crating and preservation costs.

Formula:
Packaging, Crating, Preservation Cost = {(Avg. Man-hours)(Fully Burdened Labor Rate)} + Avg. Materials Cost

Figure 6-6

c. Bid Analysis - Once all LSMM bids have been screened, the RSMM/TSMM will analyze the remainder. Total cost calculations are considered to be a measure of performance for each MA involved in the bid process. The RSMM/TSMM will calculate total cost for each MA using the formula in Figure 6-7.

Formula:
Total Cost National = Bid Price x Program Quantity Bid Price = ((Man-hours x Fully Burdened Labor Rate)+ Parts) + Packaging, Crating and Preservation Cost

Figure 6-7

d. RSMM/TSMM SOR Decision - One LSMM bid will be selected and forwarded to the NSMM as the regional recommendation to be the SOR. In the case of a large program that cannot be accomplished by one SOR, the RSMM/TSMM will notify the NSMM. The NSMM will notify the IMMC of a possible split bid. The IMMC will advise the NSMM if a split bid is acceptable.

e. Amendment of IFB - If an amendment to the IFB is required prior to bid opening, the RSMM/TSMM will send a copy to each LSMM that has indicated intent to bid. If an amendment changes any bid information, the bidders will be responsible for submitting a new bid. The RSMM/TSMM and Depot will coordinate an extension with the NSMM to allow for any additional processing, if necessary. Notification of the amendment will also specify the date and time of any revised suspense. When submitting a change to a bid because of an amendment to the IFB, the LSMM should forward the new bid in a sealed envelope with the NIIN, name of the installation and “Amended Bid” printed on the outside of the envelope. The RSMM/TSMM and Depot will only accept amended bids if there has been an official amendment to the IFB.. Each bidder will only be allowed to submit one bid per amendment.

6-11. National Bid Processing Standards

The standards for processing national IFB are listed in the "Processing Standard Table" (Reference figure 6-8)

Processing Standard Table

OFFICE	ACTION	TIME

NSMM	Receipt of IFB and forward to RSMM/TSMM/Depots	3 working days
RSMM/TSMM	Receipt of IFB and forward to LSMMs	3 working days
LSMM/Depot	Initial receipt of IFB and preparation of bid	15 working days
RSMM/TSMM	Receipt of bids and preparation of Regional Bid	3 working days
NSMM	Receipt of bids and selection of recommended RSMM/TSMM/Depots	3 working days
Item Manager	Accept or Reject and notify the MSC ISM Cell	5 working days
MSC ISM Cell	Accept or Reject NSMM's Recommendation must notify the NSMM	10 working days

Figure 6-8

6-12. Actions after Customer Acceptance

a. AMC IMMC - The IMMC will issue a MIPR, using a reimbursable cost provided in the IFB, once an ISM bid has been accepted. Concurrently, unserviceable assets will be shipped to the LSMM/AMM/Depot. The NSMM and RSMM/TSMM will be notified of the quantities shipped on each MRO. The RSMM/TSMM will confirm the actual quantity of unserviceable items received by the LSMM and notify the IMMC through the NSMM.

b. LSMM/AMM - Work orders will be initiated by the MA on all unserviceable items as they are received by the repair activity. Items received, but not immediately inducted into a production line, will be placed in the work order status code of the local STAMIS that equates to awaiting initial inspection (ISM automated system status code "A"). Items may stay in this status until inducted into a production line or may be canceled in the case of assets exceeding the quantity to be repaired. National work will be identified in the MA STAMIS by "NATLWK" (upper case) in the owning "UIC" block. Work orders will be completed in one of two ways. Items inducted into repair will be repaired or washed out. Work orders for items in excess of the production requirements, not inducted into maintenance and that have no man hours or parts expended, will be closed with the STAMIS code equal to "closed canceled" (ISM automated system status code Z). The RSMM/TSMM ISM automated system will be used to monitor the performance and progress of national repair programs using data received from the STAMIS. The LSMMs are responsible for insuring corrections are made as required in the STAMIS or, in those instances where the STAMIS data is irretrievable, lost, or uncorrectable, must provide the data in written form to the RSMM/TSMM.

6-13. Program Management

a. Coordination Chain - ISM management structure will be used for all coordination. For National programs, ISM management structure is the AMC IMMC customer, AMC ISM representative, NSMM, RSMM/TSMMs, LSMMs, and AMMs. The ISM management chain will be followed unless NSMM management approves the direct communications between the customer and the RSMM/TSMM and LSMM. Direct communication may be authorized by the NSMM after a program is established but will be limited to coordinating shipments between the customer and the LSMM/AMM/Depot and responding to technical questions concerning the national repair program at the LSMM/AMM/Depot.

b. Work loading - LSMM/AMM/Depots are not authorized to accept additional national work without NSMM and RSMM/TSMM's approval. Requests by customers to change the quantity to be repaired, production rate or unserviceable items provided for an existing program will be made in writing through the ISM Management chain. The RSMM/TSMM will coordinate with the LSMM to determine if the request can be met and, based on the information provided, will recommend acceptance of the program change or recommend a new program be established. All responses and coordination provided by the ISM management will be in writing. ISM management will make every effort to accommodate the customers' needs. A program may be carried-over into the next year until completion or when a new program may be initiated. Existing program costs may increase and must be validated by the MA. Any additional costs must be approved by the IMMC (customer).

c. If the LSMM's production or part cost increase, not as a result of the program carryover, all work in process and remaining quantities of unserviceable items on-hand must be completed at the current bid price or renegotiated. New requirements will be processed as a new program and the customer will send the NSMM a new IFB. ISM management will process new requirements IAW this chapter. The LSMM/AMM/Depot may charge new rates for the new programs.

d. National Program Reports -

(1) The RSMM/TSMM ISM automation system will produce a national production report for all ongoing national repair work within the region on a weekly basis. The NSMM office will consolidate and publish all reports and provide copies to AMC, its MSCs, MACOMS, depot and the RSMM/TSMM. Discrepancies in data will be resolved between the RSMM/TSMM and LSMMs. All regional and national program information will be consolidated and provided to the NSMM and MSC customer via E-MAIL. The NSMM will consolidate and publish the report to the RSMM/TSMM, depot and MACOMs on a monthly basis. This report will include, as a minimum, the quantities of unserviceable items received, items repaired, washouts, and open work orders. The frequency of the required report and information provided may be adjusted based on AMC customer requirements.

(2) Disposition instructions for items repaired in national programs will be provided in one of two ways. The IFB may have a standard ship-to-address, normally to a wholesale supply depot. If the IFB states "to be determined" for the ship-to-address, the IMMC will provide material release orders (MRO) directly to the repairing LSMM/AMM/Depot. The MROs will normally be direct shipment to a wholesale customer. The DD Form 1348-1 is the official document for shipping assets repaired at the National level. The repairing LSMM/AMM/Depot will insure that the statement "Repaired IAW ISM National Program SOW Authority" is entered in the DD Form 1348-1 remarks block. Regardless of the disposition of the assets, the LSMM/AMM/Depot will provide a copy of the shipping document to the IMMC immediately after the shipment occurs.

e. National Repair Program Completion -

(1) National repair programs will be considered complete when the program-funded quantity has been repaired or the LSMM has repaired or washed out all unserviceable assets on hand and the customer has notified the NSMM that no additional unserviceable assets are available to meet the program quantity.

(2) National programs are firm fixed price. Costs exceeding the bid price are the responsibility of the repairing activity, except when prior approval to exceed cost is given by the customer and ISM management. LSMMs and AMMs requests to exceed the total bid price will be coordinated through the ISM management structure. The repairing activity (LSMM/AMM/Depot) is responsible for completing the program quantity IAW the SOW at the bid price.

f. Closeout Procedures - The LSMM will provide a written completion report to the RSMM/TSMM (Reference enclosure 6-6) upon completion of a national repair program. The RSMM/TSMM will submit this information through the NSMM to the AMC MSC IMMC. The MSC IMMC will provide disposition instructions for all remaining serviceable, unserviceable assets, parts and funding. Disposition will include a fund cite for the shipment of repaired assets and unserviceable assets to a storage location unless the assets are to be disposed of locally. Disposition instructions will be provided within 30 days of program completion.

6-14. Packaging, Crating, and Preservation Procedures

This section identifies the preservation and packaging requirements for shipping items. AR 700-15 requires that material offered for shipment will be adequately protected, consolidated into the most favorable number of handling units, safe to ship and properly marked and identified. Serviceable and unserviceable reparable material will be packaged to maintain the integrity and degree of serviceability of the material being shipped.

a. Requirements and Standards -

(1) Weapons systems and equipment are preserved and packaged IAW AR 700-15, MIL STD 2073-1C, dated 1 OCT 96. Special Packaging Instructions (SPI) are published by Army Materiel Command Commodity Command packaging specialist.

Additional guidelines are found in AMC-R 746-10. The SPIs provide detailed military level of protection instructions referencing military standards for preservation and packing levels. These protection levels are shown in Figure 6-9:

Level "A" protection: Required to meet the most severe worldwide shipment handling and storage conditions. Examples are situations like long term storage of War Reserve Material, mobilization, strategic, theater deployment and employment, outside storage (short/long term), and specific loading conditions.

Level "B" protection: Required to meet the moderate worldwide handling, shipment, and storage conditions. Examples are situations like security assistance (e.g., Foreign Military Sales (FMS) and containerized shipments).

Minimum packing requirement: When anticipated logistics path indicates that items requiring military preservation, as outlined in MIL STD 2073-1C, will not be exposed to shipping environments more severe than those encountered in the commercial distribution system, military packing requirements need not be implemented.

Figure 6-9

(2) Acceptable Minimum Packing Requirements- MIL STD 2073-1C, Paragraph 5.4, Table J.IXa lists the acceptable minimum packing requirements of this nature. Table J.IXa refers to American Society for Testing and Materials (ASTM). ASTM publishes designations for commercial handling, preservation, packing and storage standard practices. The ASTM designations are illustrated in Figure 6-10.

D 3951 – 90 "Standard Practice for Commercial Packaging"
D 4169-94 "Performance Testing of Shipping Containers and Systems"
D 5118/D 5188M-95 "Standard Practice for Fabrication of Fiberboard Shipping Boxes"
D 5168-91 "Fabrication and Closure of Triple Wall Corrugated Fiberboard Containers"
Note: Documents Source: Available from Standardization Documents, Order Desk, Bldg. 4, Section D, 700 Robins Ave., Philadelphia, PA 19111-5094, ATTN: NPODS.

Figure 6-10

(3) Marking - Marking for shipment and storage will be IAW MIL-STD-129, unless otherwise stated in the SOW. Refer to QA marking procedures in Chapter 9.

(4) Containerization - Special purpose reusable containers are used to provide a safe shipping and storage environment for selected reparable components. Packaging usually involves one of the following:

(a) Metal containers are often used to store or ship large assemblies. The NSN for the component often includes the container.

(b) Wooden boxes with the component blocked and braced to prevent movement and damage.

(c) Cardboard shipping boxes with the component secured with packing material or Foam in Place (FIP) method.

(d) Electronic components use a variation of the FIP method with the addition of treated packing material to prevent damage by Electro-static discharge (ESD).

b. Management -

(1) The repairing installation/state is responsible for ensuring that unserviceable components are properly packaged or containerized in accordance with the requirements SPI and TB 9-289 prior to shipment. This will include the requirement to properly drain all lubricants and coolants, thoroughly clean, and adequately preserve the serviceable component. Repairing COE has the responsibility for the condition of the reusable container, and for repairing, as necessary, the container in accordance with the requirements of TB 9-289. This includes rust removal, corrosion prevention, spot painting, straightening surface, and repairing and replacing certain mandatory parts. Preservation of the repaired component includes cleaning and corrosion prevention, lubrication, and covering all openings where contaminants might enter the assembly.

(2) The NSMM will coordinate packaging issues at the national level with the Army POC for the DOD Packaging Board.

c. Funding - If the preservation, packaging, and crating costs are known, then the cost will be included in the bid. If the cost is not known, then DFAS IN 37-1 will be used to calculate the packaging cost.

d. Training - LSMM and AMM training requests should be sent through their command channels to the Army's Military Packaging Technology School, APG, MD, or an approved DOD training facility.

6-15. Records Management

All documents pertaining to National repair programs will be filed at the RSMM/TSMM/Depot and NSMM offices for two (2) years. All ISM management levels are responsible for maintaining National repair program auditable records.

Enclosure 6-1 **National IFB Memorandum**

OFFICE SYMBOL DATE:

MEMORANDUM FOR Commander, Headquarters Industrial Operations Center,
ATTN: NSMM Office, AMSIO-NS, Rock Island Arsenal, IL 61299-6000

SUBJECT: Invitation For Bid (IFB) on (Name of Installation) ISM Asset, NSN XXXX-XX-XXX-XXXX

1. Request a bid on the following item.
a. Customer and Installation name:_____
b. Point of Contact: _____
c. Telephone: DSN _____Commercial ( )_____FAX DSN _____
d. Noun: _____
e. NSNs: _____
f. AMDF: _____
g. LIN: _____
h. Is OCONUS being considered?_____ If so what qty.?_____
i. Quantity to be repaired: _____
j. Quantity of unserviceable items to be shipped to accommodate a 25% projected washout rate: _____
k. Schedule: _____
l. End Article Application: _____
m. Technical Manual: _____
n. Work Performance Code: _____
o. Does the component have Hazardous Material? Yes _____No_____.If yes, provide what the hazardous material is and where it will be found.
p. Will the repair have hazardous waste? Yes _____No_____.If yes, what type of hazardous waste _____
q. What is the Special Control Item Code (SCIC) _____
r. Ship to Address: _____
s. Disposition Instructions: _____
t. Transportation Cost: _____
u. Packaging, Preservation and Standard: _____
v. Scope of Work (SOW) is attached? Yes _____No _____.
w. Is stock available on the component parts? Yes _____No _____.
x. Is there any GFM? Yes _____No _____.(If yes, what are the items)
y. After all other means have been exhausted, does the SOR have local purchase authority? Yes _____No _____.If no, state circumstances or conditions.
z. What is the Maintenance Expenditure Limit (MEL) on this repair?

2. POCs for this action are:

a. DSN: FAX:
b. E-mail Address:

Signature Block

Enclosure 6-2 **NSMM Site Recommendation Memorandum To MSC**

OFFICE SYMBOL DATE

MEMORANDUM FOR

SUBJECT: Recommendation for Site Selection for the repair of the XXXXX, NSN XXXX-XX-XXX-XXXX.

1. The National Sustainment Maintenance Management Office recommends that XXXXX use the proposal submitted by Ft. XXXXX for a quantity of XXX each at a total cost to repair of $XXXXXXX.XX.

2. The unit cost breakdown is as follows:

XX.XX	
Man-hours Labor	$XXX.XX
Parts	$XXX.XX
Preservation & Packaging	$XXX.XX
Total	$X,XXX.XX

3. The bid submitted by the XXXX Region was a total repair cost of $XX,XXX.XXXX and the bid submitted by the TSMM was for a total cost to repair of $XX,XXX.XXX.

4. Request you provide your acceptance of Ft. XXXXX and your anticipated ship date to the NSMM Office NLT XXXXXX 1998.

5. The POC for this action is Ms. Charlene Lawson, AMSIO-NS, DSN 793-7748, FAX 793-4212, E-mail: lawsonc@ioc.army.mil

Signature Block

Enclosure 6-3 Bid Submission Form From LSMM

Office Symbol: Date:

MEMORANDUM FOR Regional/Theater Sustainment Maintenance Manager ATTN: (RSMM/TSMM Office Symbol),
FORT XXXXX, XX 00000-0000

SUBJECT: Submission of an Integrated Sustainment Maintenance (ISM) Bid

1. This is an official IFB submission for repair of NSN XXXX-XX-XXX-XXXX.

2. Screening criteria are as follows:

	YES	NO
a. Have proper test facilities on hand?	_____	_____
b. Have required special tools on hand?	_____	_____
c. Have sufficient shop space?	_____	_____
d. Have adequate number of personnel?	_____	_____
e. Have personnel with appropriate skills?	_____	_____
f. If applicable, does SRA approval apply?	_____	_____
g. Does the facility have processes in place to handle and dispose of hazardous waste generated by repair?	_____	_____
h. Does the facility have a process in place to handle hazardous material required to support the repair?	_____	_____
i. Can the installation meet required schedule?	_____	_____

j. Based on the funded MIPR, unserviceable items and repair parts, what is the earliest date you can induct this item into a repair program at your installation?_____

k. Total quantity of the NSN repaired at your installation during last 12 months. _____. (Determined from the month preceding the current month, for example if the current month is March use February).

3. Cost Breakdown:

a. What is the estimated total cost to repair? (Cost includes fully burdened labor rate, parts, packaging, , and special requirements x quantity) $_____.

b. What is the bid price per component? $_____.

c. Which maintenance activity will accomplish the repairs? _____

4. Unit Cost Breakdown:

a. Labor Cost: $ _____ (Per component by FBLR)

(1) Man-Hours: _____ (Hours)

(2) Fully Burdened Labor Rate: _____ (Verified by the RSMM/TSMM)

(3) Reimbursable Labor Rate: _____

b. Parts Cost: _____ (Per component)

c. Packaging, Preservation and Crating: _____ (Per component)

d. The cost to stage and issue assets after repair is:_____ (Per component); per 30 day period after repair is _____ (Per component). (Not a part of bid price).

e. Special requirements _____

5. Narrative comments.

_____

_____

_____

6. POC for this action is Char Lawson, LSMM, Fort XXXX, at DSN 000-0000.

JAMES S. BID
Director of Logistics

Enclosure 6-4 RSMM/TSMM Bid Recommendation Memorandum

DEPARTMENT OF THE ARMY
Regional Sustainment Maintenance Manager
Fort Xxxx, Xx Xxxxx-xxxx

Office Symbol: Date:
MEMORANDUM FOR: Director, National Sustainment Maintenance Management Office, Rock Island Arsenal, IL 61299-6000

SUBJECT: Regional Bid Recommendation for National NSN XXXX-XX-XXX-XXXX

1. As requested in Memorandum, AMSIO-NS (NSMM) (70-1kk), dated 12 October 1995, SAB, the III Corps RSMM/TSMM recommends the repair of NSN xxxx-xx-xxx-xxxx be awarded to the (SOR Name).

2. The (SOR Name) bid submission form and regional multiple bid information is enclosed for NSN 5999-01-109-9374, Circuit Card Assembly.

3. (Any Special Notes)

a. The costs to stage and issue assets for 30 days after repair were listed as $3.69.

b. Production will start upon receipt of funded MIPR, components, and repair parts.

4. Point of Contact for this action is SGT Fixit, RSMM/TSMM, DSN XXX-XXXX (FAX #).

ALAN B. GOODWRENCH
CPT, GS Assistant RSMM/TSMM

Attached:
Memo (Enclosure 6-1)
National Multiple Bid Submission Spreadsheet

Fully Burdened Labor Rate (Used for bid analysis)

LSMM AMM	HOURS	LABOR	PARTS	P&P	UNIT COST	TOTAL COST	FBLR
RILEY							
McCOY							
BRAGG							

Reimbursable Labor Rate (Used for billing)

LSMM AMM	HOURS	LABOR	PARTS	P&P	UNIT COST	TOTAL COST	REIM LAB RATE
RILEY							
McCOY							
BRAGG							

Enclosure 6-5 **National Bid Selection Memorandum**

AMSIO-NS 12 April 1999

MEMORANDUM FOR See Distribution

SUBJECT: Site Selection for National Workload

1. After prudent and thorough analysis of bids submitted, ***TACOM*** has accepted the recommendation from the National Sustainment Maintenance Management (NSMM) Office for the ***CSMS 19 Camp Dodge IA***, in the West Region to repair the ***CUCV Transfer Case, NSN 2520-01-193-4053, 10 ea.***

2. The POC for this action is Ms. Charlene Lawson, AMSIO-NS, DSN 793-7748, E-mail lawsonc@ioc.army.mil.

\\ signed \\
Encl. (Bid Spreadsheet) Signature Block
Director National Sustainment Maintenance
Management Office

Distribution:
Commander, Regional Sustainment Maintenance Manager, ATTN: Office Symbol/Address (All CONUS Regions)
Commander, Theater Sustainment Maintenance Manager, ATTN: Office Symbol/Address (All OCONUS Theaters)
Commander Tank Automotive and Armaments Command, ATTN: Office Symbol/Address (All MSC IMMC)
Corpus Christi Army Depot, ATTN: Office Symbol/Address (All Depots)

Enclosure 6-6 **LSMM National Program Completion Memorandum**

DEPARTMENT OF THE ARMY
Local Sustainment Maintenance Manager or Depot
Fort Xxxxx, Xx 00000-0000

MEMORANDUM FOR RSMM/TSMM or NSMM (for depots)OFFICE

SUBJECT: Completion of the National Repair Program for WIDGETS Engines, NSN XXXX-XX-XXX-XXXX

1. LSMM XXXX completed the national repair program for WIDGET Engines performed under TACOM MIPR XXXXXXXXXX, dated 3 January 1996.

2. The following are the results of the repair program:

a. MIPR funded quantity:	150
b. Quantity unserviceable item provided:	175
c. Quantity repaired:	150
d. Quantity washed out:	13
e. Quantity unserviceable items remaining at program completion:	12

3. Quantity repaired which requires material release orders or disposition instructions: 0

4. Quantity of remaining unserviceable items without: disposition instructions: 0

5. Unresolved issues:

6. POC for this action is Joe Brown, LSMM, Fort XXXX, at DSN 000-0000.

JIMMY S. BID
Local Sustainment Maintenance Manager